



User: _____ Agency: _____
Telephone: _____ Fax: _____ Email: _____
Address: _____

I. RESERVATIONS

- All events will be scheduled by the Organization and Human Resource Development (OHRD) section within Division of Personnel of the Department of Administration. A Use Agreement must be on file with OHRD prior to scheduling all events. The Use Agreement may be updated when changes are made in policy.
- To facilitate scheduling, requests will be made on an approved form.
- OHRD reserves the right to cancel an event with a 30-day notice if it conflicts with an event determined to be a priority.

II. RESTRICTIONS

- The *WV State Training Center* shall not be used for an unlawful purpose or for solicitations. A function cannot interfere with normal government operations or with normal public access to the building or grounds. Space may be reserved for state agencies and quasi-governmental entities.
- User may be asked to vacate a room if the meeting extends past the reserved time.
- User must require all participants to observe these guidelines and all applicable fire, occupancy and building codes. User must be responsible for damage caused by either participant and/or observers of the event or occurring as a direct result of the event.
- The *WV State Training Center* cannot be used if the potential exists for non-state organizations to receive financial benefit. All monies that exceed conference expenses must go to the state agency that reserved the space. Unless the agency has explicit statutory authority, it is expected that excess funds shall be deposited into the General Fund.

III. HOURS

- Events that may impede or interfere with the operational use of the building during regular business hours (8:00 AM – 5:00 PM, Monday through Friday) cannot be considered. Events requested for after hours, on designated state holidays or on weekends will be considered on a case-by-case basis and may be denied due to security, staffing or other considerations.

IV. GENERAL USE

Animals

- Animals are prohibited, with exception to animals used to assist individuals.

Banners/Displays/Postings/Signs

- Displays, signs, flags or decorations may not be erected, attached or mounted without prior approval from General Services Division.
- Meeting notices or other written materials may not be posted without prior approval from OHRD.
- Handbills, literature or promotional materials that advertise, promote or identify a commercial enterprise may not be distributed.
- In posting approved materials, user may not use attachment mechanisms that will leave glue, paste, or oil residue behind upon removal and/or affect the structural or decorative integrity of the building. The prohibited items include, but are not limited to stickers, labels, screws and nails.
- Approved postings can be inserted into door sign holders or placed on easels.

Cancellations

- All cancellations must be called in to OHRD immediately.
- In the event meetings/events are scheduled and not attended, notice may be given that requests for future meetings/events by that particular user may not be honored.

Initial

Date



Children / Youth

- Groups of five or more children/youth must be accompanied by an adult who is responsible for their actions.
- If significant and validated problems are noted by OHRD, General Services Division, and/or Protective Services, notice may be given that requests for future meetings/events of a similar nature may not be honored.

Clean-Up

- Spills or other accidents are to be reported to General Services Division immediately.
- User is responsible for placing trash in the appropriate receptacles before vacating the room(s).

Decorations

- User must receive OHRD approval for decorations and for scheduled set-up.
- Flames, helium balloons and confetti or like items are not allowed for any reason.
- Nails and pins or like items cannot be used. Furniture and fixtures cannot be displaced.
- User is responsible for furnishing and removing all decorative materials.

Decorum

- Loud, rude or riotous noise and/or disorderly conduct will not be tolerated.
- Climbing or walking upon any piece of furniture or equipment not intended for such purposes is prohibited.

Deliveries

- Deliveries of supplies and equipment may be made only through entrances approved in advance by Protective Services and/or General Services Division.

Entrances and Exits

- No portion of any means of access to public facilities, entrances, or exits shall be obstructed by User for any purpose. This includes doorways, stairways, hallways and fire exits.

Equipment

- All equipment brought into the *WV State Training Center* must be itemized on the request form when scheduling and receive prior approval for usage. Items may not be approved due to reasons such as potential to overload the outlet system.
- User must provide its own electrical cords and power supplies which shall be in good working condition. User will be responsible for securing cords to prevent trip hazards. The State of West Virginia is not responsible for damage to electrical equipment caused by power surges or other malfunction.
- OHRD will not assume liability for items delivered or stored on the premises.
- There is no copy machine available for use in the *WV State Training Center*.
- There is no public telephone available for use in the *WV State Training Center*. Telephone jacks are provided in each training room. User is responsible for providing a telephone with cord if such use is necessary.

Enforcement

- If reports of damage to the building, furnishings or grounds is indicated and the agency responsible (or the Using agency) may be charged for the cost of repair.

Evening / Weekend Events

- User must receive approval from Protective Services in order to access the *WV State Training Center* outside regular business hours (refer to HOURS). User is responsible for additional fees requested/required by Protective Services in such cases.

Firearms

- No one may carry, either openly or concealed, firearms or other dangerous weapons, unless authorized by law.

____ Initial

____ Date



Food and Beverage

- Limited types of food and beverage may be allowed and must receive prior approval.
- Alcoholic beverages are prohibited on the premises.

Floral / Plants

- All floral arrangements and plant matter brought into the building must be clean and pest free and removed by the User before vacating the room(s).

Messages

- In the event of an emergency, OHRD will deliver messages. User must deliver all other messages.

Music

- If music is part of an event inside the training room, it cannot interfere with other meetings or with the on-going business of other agencies.

Parking

- Attendees may park in the designated visitor metered parking.
- Handicap Accessible parking is available. Shuttle service is provided on a designated schedule. A map of the Capitol Complex can be downloaded at www.state.wv.us/admin/personnel/OHRD/capitol_map.htm

Property - Loss or Damage

- User assumes risk for all personal property placed on the premises by the User. The State of West Virginia is not liable for the loss or damage to such property.

Security

- Protective Services is provided with the schedule of events in the *WV State Training Center*. User may be responsible for the costs of additional security. User is responsible for contacting Protective Services prior to event to arrange adequate security allocation.

Set-up

- User will not rearrange room. If changes need to be made, "User" must contact General Services to provide rearrangement.

Tobacco

- Tobacco use is not permitted inside the building. User must comply with the tobacco policies of the Capitol Complex.

- SUBJECT TO CHANGE BASED ON WVSTC UPGRADES -

By signing this document, User agrees to comply with and be bound by the terms of this Agreement.

User:

OHRD/WVSTC Scheduler:

Authorized Signature

Authorized Signature

Printed Name and Job title

Printed Name

Date Signed

Date Signed

Initial

Date